



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

MONDAY, DECEMBER 10, 2007

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #5A**
4. Public Participation
5. Recognize Recent Retirees (mailed)
- 5a. Executive Session to Discuss Loudermill Hearing
6. Discuss and Make Final Determination Re: Loudermill Hearing (mailed)
7. Vacancy Reconfirmations (mailed)
8. Macomb/St. Clair Employment & Training Agency Progress Report for 2007-08 (mailed)
9. Non-Union Wage Increase for 2008 (mailed)
10. Discuss and Determine Process for Human Resources Director Position (mailed)
11. Review of Human Resources Department Budget (mailed)
12. Review of Office of Ombudsperson Budget (mailed)
13. Executive Session to Discuss Labor Negotiations
14. New Business
15. Public Participation
16. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
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HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chairperson
Personnel Committee and Committee Members

FROM:  Eric Herppich, Acting Director
Human Resources

DATE: November 28, 2007

RE: Recognition of Recent Retirees

The following employees have applied for retirement and have been invited to attend the December 10, 2007 Personnel Committee Meeting.

Name: Suzy Lincoln
Department: Community Mental Health
Retirement Date: November 16, 2007
Years of Service: 20 years 8.2 months
County Commissioner: N/A

Name: Alice Foley
Department: Prosecuting Attorney
Retirement Date: November 27, 2007
Years of Service: 18 years 1 month
County Commissioner: Leonard Haggerty

Name: Robert Kramer
Department: Facilities & Operations
Retirement Date: November 30, 2007
Years of Service: 10 years 1.3 months
County Commissioner: N/A

Name: Jacqueline Bucca
Department: Information Technology
Retirement Date: December 14, 2007
Years of Service: 29 years 5.8 months
County Commissioner: Leonard Haggerty

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Name:	Charles Gudenau
Department:	Sheriff Department
Retirement Date:	December 14, 2007
Years of Service:	26 years 8 months
County Commissioner:	Ed Szczepanski

Name:	Incoronada Delfuocco
Department:	Senior Citizens Services
Retirement Date:	December 28, 2007
Years of Service:	16 years 6.8 months
County Commissioner:	Keith Rengert

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO discuss and make final determination regarding Loudermill Hearing

INTRODUCED BY: Dana Camphous-Peterson, Chair, Personnel Committee

COMMITTEE/MEETING DATE

Personnel 12-10-07

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ approve the reconfirmation of the following vacancies

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair

Personnel Committee

- I. In accordance with the Personnel Policy to reconfirm vacant budgeted position(s), the following position(s) are submitted:

CLASSIFICATION

DEPARTMENT

One Licensed Boiler Operator Refrigeration Maintenance -

Facilities & Operations

1st Class (Robert C. Kramer)

Reason for Position being Vacant: Retirement
Date Position to be Vacant: 11-30-07
Exit Interview Completed: Yes*

One Kennel Attendant (Erin McNeely)

Health

Reason for Position being Vacant: Discharged
Date Position to be Vacant: 10-26-07
Exit Interview Completed: Pending

One Client Support Technician (Donald Thie)

Information Technology
(postponed from 11-13-07
Full Board Meeting)

Reason for Position being Vacant: Resignation
Date Position to be Vacant: 10-26-07
Exit Interview Completed: Yes

One Program Director - Head Start (Patricia Muliatt-Barnard)

MCCSA

Reason for Position being Vacant: Retirement
Date Position to be Vacant: 11-30-07
Exit Interview Completed: Pending

COMMITTEE/MEETING DATE

Personnel _____ 12-10-07

CLASSIFICATION

DEPARTMENT

One Teacher III (Rhonda Millsap)

Reason for Position being Vacant: Resignation
Date Position to be Vacant: 10-26-07
Exit Interview Completed: Pending

MCCSA

One Typist Clerk IV (Carol Guttovz)

Reason for Position being Vacant: Retirement
Date Position to be Vacant: 01-25-08
Exit Interview Completed: Pending

Martha T. Berry

One Computer Maintenance Clerk (Nancy Kaastra)

Reason for Position being Vacant: Retirement
Date Position to be Vacant: 10-19-07
Exit Interview Completed: Yes

MSU - Extension

One Assistant Prosecutor III (John Courie)

Reason for Position being Vacant: Retirement
Date Position to be Vacant: 09-05-07
Exit Interview Completed: Yes

Prosecuting Attorney

One Computer Maintenance Clerk (Alice Foley)

Reason for Position being Vacant: Retirement
Date Position to be Vacant: 11-27-07
Exit Interview Completed: Yes*

Prosecuting Attorney

One Principal Trial Lawyer (John Latella)

Reason for Position being Vacant: Resignation
Date Position to be Vacant: 10-05-07
Exit Interview Completed: Yes

Prosecuting Attorney
(postponed from 11-13-07
Full Board Meeting)

One Station Operator (Gary Curr)

Reason for Position being Vacant: Retirement
Date Position to be Vacant: 10-20-07
Exit Interview Completed: Yes

Public Works

One Director, Veterans Affairs (Richard Weaver)

Reason for Position being Vacant: Retirement
Date Position to be Vacant: 10-19-07
Exit Interview Completed: Yes*

Veterans Affairs

The following vacant positions have been processed for posting pursuant to action of the Board of Commissioners on November 18, 2002:

CLASSIFICATION

DEPARTMENT

One Nurse Aide (Tamiko McCoy)

Reason for Position being Vacant: Discharged
Date Position to be Vacant: 11-15-07
Exit Interview Completed: Pending

Martha T. Berry

One Deputy (David D. Boyd)

Reason for Position being Vacant: Retirement
Date Position to be Vacant: 10-25-07
Exit Interview Completed: Yes*

Sheriff

One Deputy (Charles Gudenau)

Reason for Position being Vacant: Retirement
Date Position to be Vacant: 12-31-07
Exit Interview Completed: Yes

Sheriff

One Dispatcher (John J. Graham)

Reason for Position being Vacant: Resignation
Date Position to be Vacant: 11-09-07
Exit Interview Completed: Pending

Sheriff

*Did not authorize the release of the exit interview information.



FACILITIES & OPERATIONS DEPARTMENT

10 N. Main St., 13th Floor
Mount Clemens, Michigan 48043
586-469-5244 FAX 586-469-7777

RECEIVED
NOV 28 2007
HUMAN RESOURCES

Lynn M. Arnott-Bryks
Director

Diane G. Connell
Operations Supervisor

Larry K. Oakes
Mechanical Systems Supervisor

To: Eric A. Herppich, Acting Director
Human Resources Department

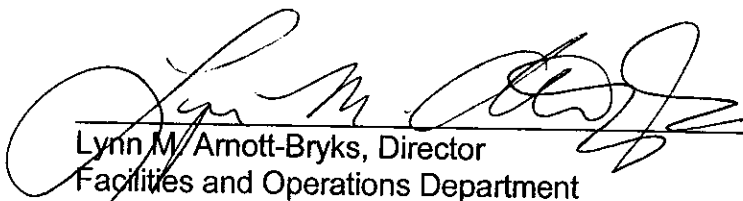
Subject: Request to Hire
Licensed High Pressure Boiler Operator/
First Class Refrigeration Operator

Date: November 28, 2007

Due to the extreme amount of work being performed by Boiler Operator Personnel in County-owned facilities, we are requesting authorization to replace Robert C. Kramer. Please note that Mr. Kramer will retire effective November 30, 2007.

If you have any questions, please contact the undersigned.

Respectfully,


Lynn M. Arnott-Bryks, Director
Facilities and Operations Department

LMAB:dgc

Attachment

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HEALTH DEPARTMENT

Mount Clemens Health Center

43525 Elizabeth Road
Mount Clemens, Michigan 48043
586-469-5235 FAX 586-469-5885
macombcountymi.gov/publichealth


RECEIVED
NOV 15 2007
HUMAN RESOURCES

Thomas J. Kalkofen
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

November 13, 2007

TO: ERIC HERPPICH, ACTING DIRECTOR
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER 

SUBJECT: JUSTIFICATION FOR FILLING
KENNEL ATTENDANT

The Macomb County Health Department requests approval to fill the above captioned position. The termination of Ms. Erin McNeely on October 26, 2007 creates this vacancy.

The employee in this classification, under the direction of the Chief Animal Control Officer and/or Supervisors, feeds and cares for animals held at the Animal Shelter; handles all animals, alive or dead, received by the Animal Shelter; observes quarantined animals; cleans and disinfects animal cages; performs general janitorial duties in the office, kennels and outside the Animal Shelter; performs related duties as assigned.

In order to maintain quality of service at the Animal Shelter for the citizens of Macomb County, it is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

mg

cc: S. Jeroue
M. Green

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INFORMATION TECHNOLOGY

10 N. Main St., 7th Floor
Mount Clemens, Michigan 48043
586-469-5254 FAX 586-469-6547
macombcountymi.gov

RECEIVED
OCT 17 2007
HUMAN RESOURCES

C. N. Zerkowski
Director

October 15, 2007

L. Reazor
Program Director

TO: Eric Herppich, Interim Director
Human Resources

FROM: Cyntia N. Zerkowski, Director
Information Technology

RE: Request for Reconfirmation – Client Support Technician

Mr. Donald Thie has resigned from his position of Client Support Technician effective October 26, 2007. This position provides primary call-taking and problem resolution services relative to hardware and software used by County departments. These responsibilities include:

- Primary support for the Public Health, Martha T. Berry, Juvenile Justice Center, County Clerk and Register of Deeds Departments
- First line assistance to clients on hardware, software and communication technology platforms and other current or future electronic/digital/network systems
- Documents and maintains Information Technology service offerings
- Installs application packages
- Assisting in training in the use of hardware and software

This is an essential support position assisting a number of County departments for day-to-day trouble-free availability on their PC systems.

It is recommended the reconfirmation for a Client Support Technician be approved as soon as possible.

CZ/de

cc: David Diegel, Finance Director

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MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

RECEIVED
NOV 15 2007
HUMAN RESOURCES

NAME Donald Thie SOCIAL SECURITY # xxx-xx-4433

ADDRESS 6824 Kolb Ave. Allen Park, MI 48101

DEPARTMENT IT

CLASSIFICATION Client Support Tech.

TERMINATION DATE October 26, 2007

DATE OF HIRE June 18, 2007

REASON FOR LEAVING: () LAY OFF () RETIREMENT
() DISCHARGE () NORMAL
(☒) RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

New Job more money and closer to home

RECEIVED
NOV 15 2007

HR - RETIREMENT

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (☒) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? () YES (☒) NO

I (☒) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Donald Thie DATE 11/7/07

INTERVIEWER'S SIGNATURE _____ DATE _____



COMMUNITY SERVICES AGENCY **MCCSA**

Est. 1964

21885 Dunham Road, Suite 10
Clinton Township, Michigan 48036
586-469-6999 FAX 586-469-5530
macombcountymi.gov/mccsa

Frank T. Taylor
Director

December 3, 2007

TO: Eric Herppich, Interim Director
Macomb County Human Resources

FR: Frank Taylor, Director *FT*
Macomb County Community Services Agency

RE: Vacancy Reconfirmation
Head Start Director

On Friday, November 30, 2007, Dr. Patricia Barnard resigned from her position as the Head Start Director.

This position is primarily responsible for the operation and direct supervision of our Head Start program. Federal funds are exclusively utilized to support this position.

It is important that we reconfirm the position as soon as possible so that we may identify qualified candidates to resume performing these essential responsibilities.

Thank you for your assistance in this matter.

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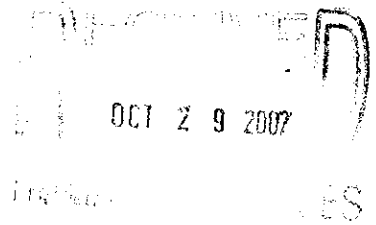
Programs and services are sponsored by the Macomb County Board of Commissioners and State and Federal grants. MCCSA complies with the Civil Rights Act of 1964, the Michigan Handicappers Civil Rights Act, and the American with Disabilities Act of 1990. To inquire about reasonable accommodations for persons with disabilities please contact MCCSA. Phone or TDD: (586) 469-6999.



COMMUNITY SERVICES AGENCY



21885 Dunham Road, Suite 10
Clinton Township, Michigan 48036
586-469-6999 FAX 586-469-5530
macombcountymi.gov/mccsa



Frank T. Taylor
Director

October 29, 2007

TO: Eric Herppich, Interim Director
Macomb County Human Resources

FR: Frank Taylor, Director *[Signature]*
Macomb County Community Services Agency

RE: Vacancy Reconfirmation
Head Start Teacher

On Friday October 5, 2007, Rhonda Millsap vacated her position as a Head Start Teacher.

This position, financially supported by Head start grant funds, needs to be filled in order to comply with state and federal regulations. A stable environment is needed for the mental health and welfare of all twenty (20), three and four year old children in the classroom.

In order to fill this position, we are requesting that you notify the next available Head Start teacher who was laid off on August 14, 2007.

Thank you for your assistance in this matter.

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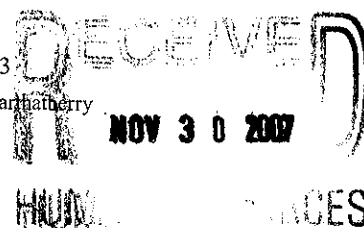
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Martha T. Berry
Medical Care Facility

43533 Elizabeth Road, Mount Clemens, Michigan 48043
(586) 469-5265 FAX 586-466-7418 www.macombcountymi.gov/marthaberry



Josephine Savalle-Dunn, BSN, RN
Administrator

Governing Board
Roger Facione
Penny Hader
James E. Thompson

November 29, 2007

TO: Mr. Eric Herppich
Human Resources- Labor Relations
Macomb County

RE: Reconfirmation of Vacant Budgeted Position for Carol Guttovz

Mr. Herppich:

Please accept my request for reconfirmation of one (1) Typist Clerk IV.

Our patient census makes it necessary that we seek the above reconfirmation.

Failure to refill will require additional overtime so as to insure adequate patient care in accordance with established Medical Care Facility standards.

Please note this Facility continues to exercise restraint in requesting vacancy reconfirmation. This restraint is numerally governed by patient census.

This vacancy exists due to retirement of position as of 1/25/08.

Josephine Savalle-Dunn
Administrator

cc: file

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MICHIGAN STATE
UNIVERSITY
EXTENSION

RECEIVED
NOV 21 2007
HUMAN RESOURCES

Date: November 20, 2007
To: Eric Herppich
From: Marilyn E. Rudzinski, Director *MR*
Re: Position refill – Rationale

The MSUE 2004 budget approved by the county funded a full time computer maintenance positioning our Foods and Nutrition program. Due to the retirement of Nancy Kaastra, this position is now vacant. We have received confirmation from Human Resources and AFSCME 411 that the posting of this position can be waived. This waiver is due to the fact that we have a current internal employee that is very qualified to assume the position.

This position is essential to MSUE. It requires independent judgment capabilities, the ability to perform independent action with minimal supervision, as well as a comprehensive understanding of departmental operations, accounting principles and computer practices. This position reports to the Administrative Assistant and performs more focused, complex tasks. These tasks include:

- ☐ Internet based reporting to the University as well as federal and state agencies
- ☐ Computer generated newsletters for online mailings and hard copies for regular mailings
- ☐ Performs multiple complex tasks supporting the general office and the assigned program area
- ☐ Interaction with other county and University departments
- ☐ Key member of the clerical team and program area
- ☐ Knows/implements policies, enforces procedures and is able to perform tasks accurately and expeditiously.

I am requesting this position be reconfirmed. I appreciate your assistance in this matter. If you have any need for further information, please contact me.



MACOMB COUNTY

MSU Extension

21885 Dunham, Suite 12
Clinton Township, MI
48036
(586) 469-5180
Fax: (586) 469-6948

Marilyn E. Rudzinski
County Extension Director

*Michigan State University
Extension programs and
materials are open to all
without regard to race, color,
national origin, gender,
religion, age, disability,
political beliefs, sexual
orientation, marital status, or
family status.
Michigan State University,
U.S. Department of
Agriculture, and Macomb
County Board of
Commissioners cooperating.
MSU is an affirmative action
equal opportunity institution.*

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Nancy Kaastra SOCIAL SECURITY # E004453

ADDRESS 32274 Susi Lane Roseville, MI 48066

DEPARTMENT MSU Extension

CLASSIFICATION Computer Maintenance Clerk

TERMINATION DATE October 19, 2007

DATE OF HIRE March 15, 2004

REASON FOR LEAVING: () LAY OFF ☒ RETIREMENT
() DISCHARGE ☒ NORMAL
() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES ☒ NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? () YES ☒ NO

I ☒ DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Nancy Kaastra DATE 10/11/07

INTERVIEWER'S SIGNATURE Wendy Anderson DATE 10/11/07

ERIC J. SMITH
MACOMB COUNTY PROSECUTING ATTORNEY

RECEIVED
NOV 16 2007
HUMAN RESOURCE

TO: Eric Herppich, Director
Human Resources Department

FROM: Eric J. Smith, Prosecuting Attorney *EJS*

RE: Vacated APA III Position (Cooperative Reimbursement Grant)

DATE: November 15, 2007

I am requesting that the open Assistant Prosecuting Attorney III (Cooperative Reimbursement Grant) position, vacated by the retirement of John Courie on September 5, 2007, be put before the Reconfirmation Committee for approval as soon as possible.

The attorney in this position is vital to the ever-increasing cases initiated each year involving women seeking paternal responsibility and support for their children. There are only two full-time assistant prosecutors assigned to handle the day to day caseload of the Cooperative Reimbursement Division of this office. Since Mr. Courie's departure, only one attorney remains to tackle this chore. It is crucial that this position be reconfirmed and filled as soon as the mandatory 6-month waiting period for hiring has expired.

Please notify me upon the reconfirmation of this position.

Thank you for your attention to this matter. If you have any questions, please contact my Administrative Assistant, Dawn Mancina, at 9-5642.

EJS:dmm

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME John Courie SOCIAL SECURITY # xxx-xx-2071

ADDRESS 11994 Maxfield Blvd. Hartland, MI 48353

DEPARTMENT Prosecuting Attorney

CLASSIFICATION Assistant III

TERMINATION DATE September 5, 2007

DATE OF HIRE April 12, 1999

REASON FOR LEAVING: () LAY OFF ☒ RETIREMENT
() DISCHARGE ☒ NORMAL
() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
☒ YES () NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? ☒ YES () NO

I ☒ DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE John Courie DATE 9/5/07

INTERVIEWER'S SIGNATURE Mary Miller DATE 9/5/07

ERIC J. SMITH
MACOMB COUNTY PROSECUTING ATTORNEY

RECEIVED
NOV 28 2007
HUMAN RESOURCES

TO: Eric Herppich, Director
Human Resources Department

FROM: Eric J. Smith, Prosecuting Attorney *EJS*

RE: Vacated Computer Maintenance Clerk Position

DATE: November 28, 2007

I am requesting that the open Computer Maintenance Clerk position, vacated by the retirement of Alice Foley on November 27, 2007, be put before the Reconfirmation Committee for approval as soon as possible.

My clerical staff simply cannot be depleted any more. We are currently requiring the need for two (2) temporary clerical positions to assist the regular full-time staff, even at capacity. This vacant position will now cause other staff members to change job duties and spend the necessary time training for such, taking staff away from the work that still needs to be done on a daily basis. There are no extra stores within my clerical staff to draw from when a position is vacated. This position is crucial to the day to day clerical operations of my office.

Please notify me upon the reconfirmation of this position.

Thank you for your attention to this matter. If you have any questions, please contact my Administrative Assistant, Dawn Mancina, at 9-5642.

EJS:dmm

ERIC J. SMITH
MACOMB COUNTY PROSECUTING ATTORNEY

RECEIVED
OCT 11 2007
HUMAN RESOURCES

TO: Eric Herppich, Director
Human Resources Department

FROM: Eric J. Smith, Prosecuting Attorney *EJS*

RE: Vacated Chief of Senior Crime Unit Position

DATE: October 9, 2007

I am requesting that the open Chief of Senior Crime Unit position, vacated by the retirement of John Latella on October 5, 2007, be put before the Reconfirmation Committee for approval as soon as possible.

The Senior Crime Unit has been extremely successful and beneficial to the seniors of Macomb County who have ended up as victims of crime. The unit has also played a very important role in educating seniors about the various crimes that seniors can fall prey to and how to protect themselves. The chief of this unit not only concentrates on prosecuting those who have victimized the seniors of this county, but also puts on numerous educational and informational seminars on the subject throughout the year. This is an essential and very important position in this office and the seniors of Macomb County have come to rely on the assistance provided to them by the individual holding this position. I cannot stress enough the importance of the Chief of the Senior Crime Unit to this office and to the senior citizens of Macomb County.

Please notify me upon the reconfirmation of this position.

Thank you for your attention to this matter. If you have any questions, please contact my Administrative Assistant, Dawn Mancina, at 9-5642.

EJS:dmm

RECEIVED
OCT - 4 2007

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

HR - RETIREMENT

NAME John Latella SOCIAL SECURITY # [REDACTED]

ADDRESS 16906 Newbury Ave. Macomb, MI 48044

DEPARTMENT Prosecuting Attorney

CLASSIFICATION Principal Trial Lawyer

TERMINATION DATE October 5, 2007

DATE OF HIRE January 6, 2003

REASON FOR LEAVING: () LAY OFF () RETIREMENT
() DISCHARGE () NORMAL
(☒) RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

New Position as CFO for Garden Fresh Salsa Co. in
Ferndale, MI.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
(☒) YES () NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? () YES (☒) NO

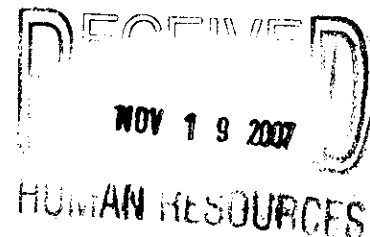
I (☒) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE [Signature] DATE 10/4/07

INTERVIEWER'S SIGNATURE [Signature] DATE 10-4-07



Macomb County
Public Works Commissioner
Anthony V. Marrocco



November 16, 2007

MEMO

To: Eric Herppich, Acting Director, Human Resources

From: W. Misterovich, Chief Deputy Public Works Commissioner *WM*

Re: Reconfirmation of Station Operator Position

The Board of Commissioners is respectfully requested to reconfirm the position of station operator vacated on October 20, 2007 with the retirement of Gary Curr. The station operator is a 24/7 position. The main task of the station operator is to operate and maintain the Chapaton Retention Basin, a 28 million gallon retention basin and combined flow treatment facility located at 9 Mile Road and Jefferson Avenue in St. Clair Shores. The pump station, originally constructed in 1967, provides around the clock flood control for a service population of some 80,000 residents of Eastpointe and St. Clair Shores. The station operator also performs extensive field duties on sanitary sewer and storm drain facilities under the jurisdiction of the Public Works Office throughout Macomb County. This includes work on county drains, pump stations and retention basins.

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Gary Curr SOCIAL SECURITY # xxx-xx-7574

ADDRESS 45268 Custer Ave. Utica, MI 48317

DEPARTMENT Public Works

CLASSIFICATION Station Operator

TERMINATION DATE October 20, 2007

DATE OF HIRE November 12, 2001

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT
() DISCHARGE () NORMAL
() RESIGNATION (X) DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? () YES (X) NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Gary Curr DATE 11/7/07

INTERVIEWER'S SIGNATURE Wendy Arora DATE 11/7/07




BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

November 29, 2007

TO: Eric A. Herppich, Acting Director
Human Resources

FROM: Chair William Crouchman 
Macomb County Board of Commissioners

RE: Reconfirmation of Director of Veterans Affairs

A Department Head vacancy has been created by the retirement of Richard Weaver, Director of Veterans Affairs, effective October 19, 2007. This is an essential position and I am requesting that this vacancy be reconfirmed as soon as possible.

Thank you for your attention to this matter.

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Phillis DeSaele - District 10

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Peter J. Lund - District 12
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Leonard Haggerty
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Sergeant-At-Arms

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Charles Gudenau SOCIAL SECURITY # xxx-xx-3507

ADDRESS 8261 Canal Utica, MI 48317

DEPARTMENT Sheriff

CLASSIFICATION Deputy

TERMINATION DATE December 31, 2007

DATE OF HIRE May 2, 1981

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT
() DISCHARGE (X) NORMAL
() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES () NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Charles K. Gudenau DATE 11/08/07

INTERVIEWER'S SIGNATURE Mindy Hiker DATE 11/8/07

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Receive and File the M/SCETA Progress Report for 2007-2008

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair

_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel _____ 12-10-07



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

November 30, 2007

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Receive and File the M/SCETA Progress Report for
2007-2008

Attached is a November 15, 2007 memorandum from Kathy J. Jordon, Director of the Macomb/St. Clair Employment & Training Agency, as well as the Department's 2007-2008 Progress Report.

The Human Resources Department would respectfully request that the Personnel Committee receive and file this submission.

EAH/mb

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
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Vice-Chair

Leonard Haggerty
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Ed Bruley - District 17
Paul Gielegthem - District 19
Kathy Tocco - District 20


Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26



*A private-public partnership
administered locally by the Macomb/St. Clair Workforce Development Board*

RECEIVED
NOV 16 2007
HUMAN RESOURCES

TO: Eric Herppich, Acting Director
Macomb County Human Resources

FROM: Kathy J. Jordon 
Macomb/St. Clair Employment & Training Agency

DATE: November 15, 2007

SUBJECT: 2006 – 2007 Progress Report Submission

I am pleased to make available our Department's 2006 – 2007 Progress Report.

I am requesting that the Personnel Committee of the Macomb County Board of Commissioners have an opportunity to review our report at their December 10, 2007 scheduled meeting. Enclosed are copies of our report for distribution.

I will be in attendance at the meeting for questions and or comments.

Thank you for your consideration in this matter.

Enclosures:

ADMINISTRATIVE OFFICE

VerKuijen Building
21885 Dunham Road, Suite 11
Clinton Township MI 48036-1030
(586) 469-5220
FAX (586) 469-7488

CUSTOMER CENTERS

75 North River Road
Mt. Clemens MI 48043
(586) 469-7702
FAX (586) 469-5082

15950 12 Mile Road
Roseville MI 48066
(586) 447-9200
FAX (586) 447-9238

43630 Hayes Road
Clinton Township MI 48038
(586) 263-1501
FAX (586) 286-9517

100 McMorran Boulevard
6th Floor
Port Huron MI 48060
(810) 966-3300
FAX (810) 966-3337

RECEIVED
NOV 16 2007
HUMAN RESOURCES

**MACOMB COUNTY
BOARD OF COMMISSIONERS**



***MACOMB/ST. CLAIR
EMPLOYMENT & TRAINING AGENCY
PROGRESS REPORT***

July 1, 2006 through June 30, 2007

Respectfully Submitted,
Kathy J. Jordon, Director
December 10, 2007

INTRODUCTION

Another year has passed and our work is more vital than ever, due to the state budget issues, high unemployment rates, and the need for a skilled workforce. The Macomb/St. Clair Michigan Works! Service Centers continue to experience an increase in the number of customers into the four service centers located in Macomb and St. Clair counties. The unemployment rate and the number of job seekers has significantly increased since the Spring of 2000.

Macomb and St. Clair Counties are less educated than the rest of the United States. In a 2005 Educational Attainment of Persons in the United States over age 25 with an Associates Degree 34.57% have Associates Degrees compared to Macomb's 29.47% and St. Clair County's 23.24%. The same age group with Bachelor Degrees in the United States is 24.66%, in Macomb 20.66% and in St. Clair County 14.14%.

The Macomb/St. Clair Michigan Works! System has become a beacon of hope for both employers and job seekers. That beacon burned brighter this year as the Michigan Works! System was granted it's standing when the Michigan Legislature codified the Michigan Works System with Senate Bill No. 1288 and the Governor signed it into law on December 28, 2006.

With the Michigan Works! System now a part of Michigan Law, we have turned our attention to the Governor's "No Worker Left Behind" initiative. We've fully partnered with the state to ensure its successful implementation and provide better opportunities for Macomb/St. Clair County's families and businesses.

The Macomb/St. Clair MWA continues to operate four Michigan Works! Service Centers. The self-service environment has been strengthened through development of workshops and services available to adults, dislocated workers, youth, seniors, and paroled prisoners.

The Macomb/St. Clair Workforce Development Board awarded four (4) three-year contracts to Macomb County to provide services in Michigan Works! Service Centers throughout Macomb and St. Clair Counties. The Macomb/St. Clair Employment and Training Agency (M/SCETA), a department of Macomb County, is part of the twenty-five (25) local Michigan Works! Agencies overseeing workforce development services in every area of the state.

This report will focus on the following information:

- Services provided under the contract with the Workforce Development Board
- State and Federal resources used
- Customer Service Center locations and current organizational chart
- New trends and initiatives
- Performance standards and achievements

On behalf of the Macomb/St. Clair Employment & Training Agency staff, I wish to thank the Macomb County Board of Commissioners for your continued support of our programs.

Highlights:

- In the three (3) three year contracts, we received \$ 452,193 from the Workforce Development Board toward Indirect Costs.
- The M/SCETA budget contains 100% federal and state funds.

MICHIGAN WORKS! CORE SERVICES

In the contract with the Workforce Development Board, which began on July 1, 2007 and ends June 30, 2009, the Macomb/St. Clair Employment and Training Agency is able to enhance the skill level and earning potential of all community residents by providing the following free services:

- ***Outreach and Recruitment*** - Flyers and catalogues have been created and distributed to the public, community agency representatives, business personnel, and educators in an effort to advertise various services to the public. In addition, M/SCETA staff conduct orientations describing program services in our workshops. On-site and off-site orientations are conducted for workers who have lost their jobs due to company closure and employment informational sessions conducted at various school districts, and organizations throughout Macomb and St. Clair counties are held as needed.
- ***Assessment and Career Guidance*** - Case managers provide individualized assessment and career guidance to assist job seeking customers in making informed career choices by appraising skills, interests and abilities using a variety of assessment instruments.
- ***Labor Market Information*** - An assortment of materials, both printed and computerized are available to customers, which provide occupational descriptions and relevant information on thousands of occupations, wages and hiring needs.
- ***Michigan Talent Bank and Job Bank*** - Job seekers and employers can find one another electronically at Michigan Works! Service Centers through Michigan's Internet-based labor exchange system. Job seekers can post their resumes in Michigan's Talent Bank and look for job opportunities through Michigan's Job Bank, all with the assistance of employment service professionals. Employers can post employment opportunities, and review resumes from job seekers.

- ***Job Placement Services/Resources*** - Current manufacturers' directories, daily newspapers, job search reference books and a video library on job search topics are available in the center's resource room. Computers are available to create resumes, ("Resume Maker" on-line), cover letters and envelopes. An "Assistive Computer", is available for customers with visual impairments and disabilities that make operation of a standard computer difficult. Staff can further assist customers by copying or faxing resumes and cover letters to potential employers. Additionally, staff perform on-site job fairs with employers, a phone bank is available for job search related calls such as interview scheduling, follow-up calls and networking, along with the new employment interview system that will be implemented throughout the State. The company supplying the system is called "**Interview USA**". This system will allow us to conduct job interviews on behalf of employers at our service centers, digitally record them, and allow the employers to access the results via e-mail.
- ***One-Stop Center Commitment*** - The Macomb/St. Clair Employment and Training Agency has demonstrated a strong commitment to working with many partner agencies and organizations in order to better facilitate appropriate referrals and coordinate services to customers. Key organizations include, but are not limited to the Michigan Department of Labor and Economic Development, the Unemployment Insurance Agency, Department of Human Services, Department of Rehabilitation, Macomb Community College, St. Clair County Community College, a number of private schools and many other community based agencies and organizations that cover a wide spectrum of services and assistance.

MICHIGAN WORKS SPECIALIZED SERVICES

Specialized services are designed to integrate adults and youth facing barriers to employment into the labor force. Michigan Works provides customer-driven job training and employment support services, which will improve quality of life and enhance educational and occupational skills.

- ***Intake and Eligibility Determination*** - Case managers complete an application with customers to determine eligibility for specialized/enhanced services that utilize federal or state funds such as tuition-free or assisted classroom training or on-the-job training.
- ***Individual Service Strategy Development*** - Together, the case manager and the customer develop a customized employment plan taking into account the individual's vocational/educational abilities and interests, past work experience and unique circumstances culminating in an employment goal.
- ***Quality Case Management*** - Case management is a customer-centered, goal oriented process designed to assist the individual in identifying and obtaining appropriate services to meet their distinct needs such as classroom training, on-the-job training and employment.
- ***Support Services*** - Case managers are committed to assisting their customers in successfully completing the activities in their Individual Service Strategy. Our staff is experienced in identifying community resources which address the customer's "barriers to employment" such as child care, transportation, work-related clothing or equipment and other support services necessary for customers to reach their career/employment goals.

- ***Tuition-Free or Assisted Classroom Training*** – Case managers can recommend certified occupational training conducted by private vocational schools, public schools, adult education, and area colleges in a wide variety of careers. Case managers can also assist that customer in receiving books and supplies related to their training, transportation allowance and job placement assistance upon training completion.
- ***On-the-Job Training*** - Business consultants work in conjunction with the case managers to meet the customer's need for employment and the employer's need for a skilled employee. Participating employers can receive a 50% reimbursement for providing individuals the opportunity to learn new skills or upgrade their current skills while employed full time. Business consultants also assist employers by providing a wide variety of information on how they may access related resources.

FEDERAL AND STATE FUNDED PROGRAM DESCRIPTIONS

It is the intent and vision of the No Worker Left Behind (NWLB) program to enable workers to acquire the skills necessary to succeed in the fast-changing global economy of the 21st century. The NWLB program will achieve this economic transformation through the following activities:

- Accelerate worker transitions through learning
- Support the State's employers and economic development
- Align the use of existing training resources
- Will assist more than 100,000 participants statewide

The following Michigan residents are eligible for NWLB tuition assistance:

- Any person who is currently unemployed; or
- Any person who has received a notice of termination or layoff from employment, or
- Any employed person whose family income is \$40,000 or less. For individuals age 23 and under, family income includes parents' income regardless if the individual resides with his or her parents.
- Participants must be at least 18 years old, must not have graduated from high school in the last two years, and must not be full-time college students.
- NOTE: WIA eligibility i.e., citizenship, selective service registration and age requirements remain in effect.

Depending on customer eligibility requirements, customers can access two Workforce Investment Act, (WIA) funding sources in order to address their employment and training needs in the NWLB program. These are WIA Adult and WIA Dislocated Worker.

- **WIA Adult-** Individual must be 18 years of age, registered with selective services, are a citizen of the United States or an eligible non-citizen, must not have graduated in the last two years, and must not be a full-time college student

- **WIA Dislocated Worker Services-** Individuals 18 years of age or older who are registered with selective service, are a citizen of the United States or an eligible non-citizen, and who have been terminated, laid off or have received a notice of termination or layoff, and are eligible for or have exhausted their entitlement to unemployment compensation, and are unlikely to return to their previous industry or occupation may fall under the definition of Dislocated Worker.
- **WIA In-School & Out-Of-School Youth Program-** aimed at preparing our most needy and most at-risk youth for a successful transition to adult roles and responsibilities. The In-School-Younger-Youth Program is designed for individuals between the ages of 14-18 years old. It offers skill assessments, tutoring, career exploration job readiness assistance, and a variety of other services needed to assist the student with school retention and preparation for post secondary education and/or employment. While participating in this program, students are given the opportunity to earn money through various incentives and Worked Based learning job skills. The Summer Youth Program is an extension of the year round In-School Youth Program in which the youth are given the opportunity to work during their summer break. In-School youth contractors design and implement their own work program and hire staff (if applicable) to assist in administering the program. Program duration is generally 4-6 weeks and the students work approximately 30 hours per week. Students are expected to treat this as employment and be evaluated periodically on their performance. The Out-Of-School-Older-Youth Program is designed for individuals between the ages of 19-21 years of age. The focus of this program is to assist the participant in obtaining their high school diploma/general equivalency diploma and then to transition into post secondary education and/or employment. The Out-Of-School-Older-Youth Program offers skills assessment, basic skills, upgrading, GED preparation, career exploration, job readiness assistance and job search assistance. As with the In-School Youth Program, participants are given the opportunity to earn money through various incentives. In addition, students are provided with a transportation allowance to assist them with their transportation needs.

- **TAARA** – Trade Adjustment Assistance Reform Act of 2002 – this federally funded program affords a full range of reemployment services to certified workers displaced by foreign competition either due to importing of foreign-made goods or the exporting of work itself. The program provides Career and Employment Counseling, Job Search Assistance, Job Relocation, and Classroom Training or On-the-Job Training. When the TAARA of 2002 was enacted it provided for some new provisions; the Health Coverage Tax Credit (HCTC) and the Alternative Trade Adjustment Assistance (ATAA) programs. The HCTC can assist by paying 65% of health care premium for qualified participants. The ATAA program provides wage subsidy to help bridge the salary gap between old and new employment, for individuals 50 years or older when retraining may not be appropriate. The customer must secure employment within 26 weeks of layoff to be eligible for ATAA. Another provision called Trade Re-adjustment Allowance (TRA), which provides income maintenance benefits, paid through the Bureau of Worker and Unemployment Compensation (BWUC) can pay individuals up to 26 weeks of basic TRA benefits and if the customer is enrolled in training up to 52 weeks of additional TRA benefits. If a TAARA certified individual is in need of remedial training they can earn up to 26 weeks of Remedial TRA benefits. The primary objective of TAARA is to assist affected workers in returning to suitable employment. While the program provides a variety of training supportive services to workers, every effort is made to place these workers in jobs before spending TAARA funds for training. TAARA participants are permitted to leave the program at any time to accept suitable employment without penalty of repayment of any TAARA funds spent on their behalf, however there is a limit to one training program per person.
- **JET/Work First**- When the Work First program (Michigan's Welfare-to-Work reform movement) was introduced in 1994, the state's economic climate provided an abundance of employment opportunities for both skilled and entry level job seekers. The primary goal of the Work First program was to rapidly engage welfare applicants and recipients in employment.
- The economic climate today requires an increasingly skilled workforce. Many welfare recipients cannot begin meaningful employment that can lead to economic self-

sufficiency without comprehensive assessment of their skills and abilities followed by development of an individualized employment and training plan.

- The goal of the Jobs, Education & Training (JET) program is to individualize employment and training services versus the one size fits all Work First approach.
- Macomb County was designated as one of 18 counties to be included in JET expansion pilot sites. Expansion pilots began implementation in October 2006 and were fully operational by December 1, 2006.
- Primary partners in delivery of the JET program include Michigan Works Agencies (MWA), the Department of Human Services (DHS) and Michigan Rehabilitation Services (MRS). Other community based organizations and educational entities are also key partners.
- A local JET plan with input from MWA, DHS and MRS staff is designed to meet minimum state guidelines but allows for flexibility in service delivery.

JET Pilot Goals

- Short-term family support will be provided to 10 percent of applicants, reducing the total active cases by 20 percent after 18 months.
- Ten percent of the participants will raise reading and math skills to the eighth grade level or above, will obtain a high school diploma, or obtain a General Education Development (GED) certificate.
- Fifty percent of those participants obtaining employment will show at least a 20 percent gain in wages compared to their starting employment wage.

JET Program Design Elements

- Comprehensive assessments by DHS and MWA staff will identify participants who are employment and training ready and those who may have physical, mental or learning disabilities or other temporary barriers to employment. MRS staff will assist in developing Individualized Employment Plans for individuals who may have these barriers.
- In partnership with Macomb Community College, the MWA will utilize Work Key assessments to identify employment skills and abilities of participants. Assessment results can lead to awarding Career Readiness Certificates that provide employers with information on the job readiness of a prospective employee.

- To address the disadvantaged participants who lacks a GED or who are basic skills deficient face in succeeding in the labor force, participants without a GED or who possess math and reading skills below 9th grade level will be required to participate in basic skills remediation or GED Prep courses.
 - Participants will be encouraged to enroll in vocational training in demand occupations.
 - Triage meetings between the participant, DHS and MWA or MRS staff may occur when participants do not follow through on their individual self-sufficiency plan. Sanctions may be imposed.
 - Allocations to the local level allow DHS and MRS to increase staff that can be devoted to implementation of the Macomb JET pilot.
 - The Macomb JET pilot was implemented fully by December 1, 2006.
- **Michigan Prisoner Reentry Initiative (MPRI) also known as the M.A.C.O.M.B. Project-** Community Orientated Model behavior was selected as one of the eight (8) pilots for the MPRI-an interdisciplinary system to improve parole success rates and thereby reduce crime. At the helm of the pilots are local community coordinators working together for the benefits of the community including improved public safety, cost savings by reducing the chances for recidivism and the long-term reintegration of the former prisoner.

Michigan Older American Community Service Employment Program

(MOACSEP)- Effective March 2006, M/SCETA began delivering services for the MOACSEP administered by the Office of Services to the Aging (OSA). The MOACSEP provides part-time employment and job training in host agencies for those participants who reside in Livingston, Macomb, Monroe, Oakland and St. Clair Counties, who meet low-income eligibility and are 55 years of age and older. Upon determination of an eligible participant and an available community service position, the participant begins paid training at the host agency. The community service assignment will average 20 hours a week.

The goals of the program are to provide low income seniors with an opportunity to gain marketable skills that support job placement opportunities, by assisting them to become more economically self sufficient through unsubsidized employment and to enhance the economic and social status of the community in which the program is conducted and improve the services offered by the Host Agency to the community.

MICHIGAN WORKS CUSTOMER SERVICE CENTERS

The Macomb/St. Clair Employment & Training Agency staff of 42 individuals currently provides services in four (4) Michigan Works Service Centers, where both job seeking and business customers can access a comprehensive package of free services.

Macomb County Locations

Mt. Clemens

75 North River Road

Mt. Clemens, MI 48043

Phone: (586) 469-7702

Fax: (586) 469-5082

Roseville

15950 12 Mile Road

Roseville, MI 48066

Phone: (586) 447-9200

Fax: (586) 447-9238

(586) 447-9239

Clinton Township

Atrium Office

43630 Hayes

Clinton Township, MI 48038

Phone: (586) 263-1501

Fax: (586) 286-9517

****Warren-New Site to Open 12/2007***

Warren Office

27850 Van Dyke

Warren, MI 48093

St. Clair County Location

Port Huron

100 McMorran, 6th Floor

Port Huron, MI 48060

Phone: (810) 966-3300

Fax: (810) 966-3337

UPCOMING ORGANIZATION CHALLENGES

Many new initiatives have taken place in the previous year. Included are:

- Surpassed training enrollment goals to help customers achieve a higher standard of living.
- Exceeded eleven and met six of the seventeen State "Performance Standards."
- Macomb/St. Clair Michigan Works! staff in conjunction with other community leaders and the Macomb Correctional Facility Administration have joined together to address prisoner re-entry protocol that include assessment, education, life skills components, employment, career development and implementation of a pre-parole plan to improve parole success rates and reduce crime.
- Michigan Older American Community Service Employment Program (MOACSEP), provides low income seniors with an opportunity to gain marketable job skills that support job placement opportunities, by assisting them to become more economically self sufficient through unsubsidized employment and to enhance the economic and social status of the community in which the program is conducted and improve the services offered by the Host Agency to the community.

New Programs

- **Peer to Peer** This program kicks in when a company is closing and/or has a mass layoff- basically they select a person that is from the affected company and this individual acts as a peer to others being affected by the layoff. They are there to help answer questions and give each of the employees assistance as it pertains to getting them back to work or in a training program through Michigan Works. The Peer will work closely with the staff in the M/SCETA centers and get to know our services along with being able to offer a variety of additional information to the laid off workers.
- **Career Transition Program (CTP)** was developed by the Michigan Credit Union Industry, in partnership with the Michigan Department of Labor & Economic Growth to help credit union members obtain advanced training for a

new vocation, trade, or occupation. CTP will provide some \$40 million in below-market, unsecured educational loans, \$1.5 million for textbook reimbursements, and \$200,000 for career counseling and placement services to credit union members primarily affected by job losses in the manufacturing sector.

- **Interview USA** Michigan Department of Labor & Economic Growth (MDLEG) and the Michigan Works Association has obtained a new employment interview system that is implemented throughout the State. The company supplying the system is called "Interview USA". This system allows us to conduct job interviews on behalf of employers at our service centers, digitally record them and allow the employers to access the results via e-mail.

The Biggest Challenge(s) Our Department Faces:

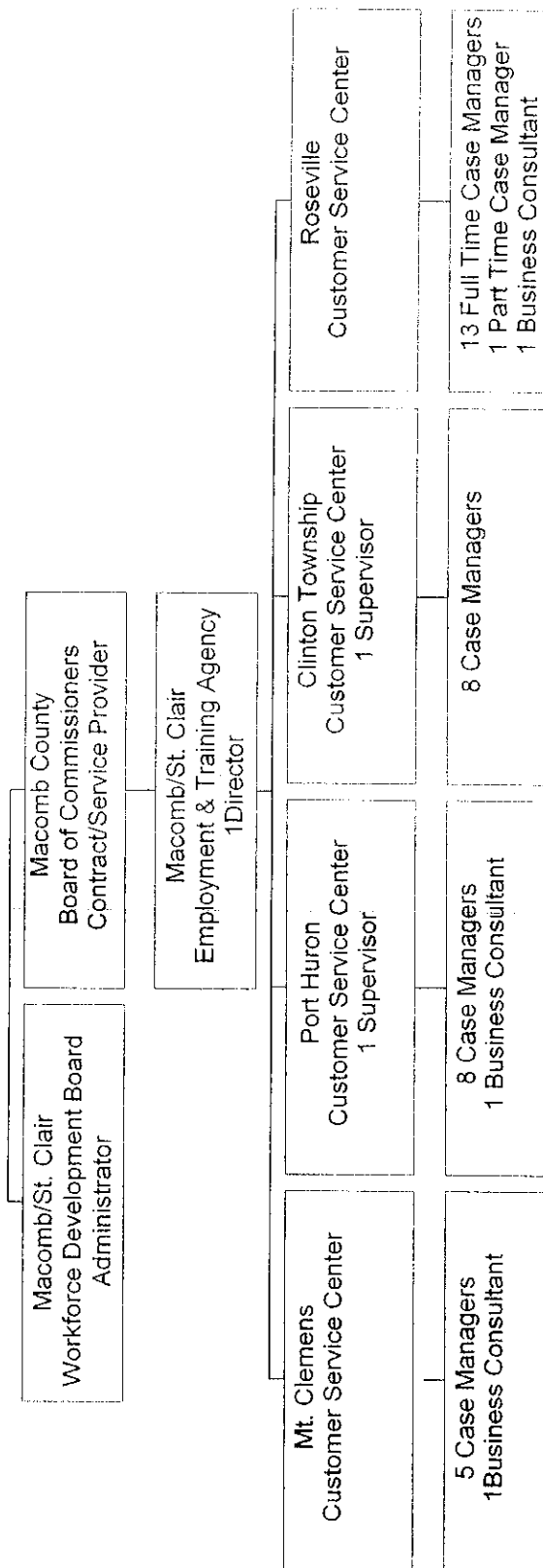
- To provide education and training in the demand occupations to dislocated/unemployed/under employed workers as a positive effort towards economic recovery.
- Stronger educational relationships
 - The message of quality and performance
- Stronger employer/employee relationships
 - Responsiveness to training and re-training
 - Flexible services
- The impact of the September 15, 2007, UAW contract ratification. The degree of reduced wages and benefits, with the resulting impact on our auto-intensive community.

PERFORMANCE

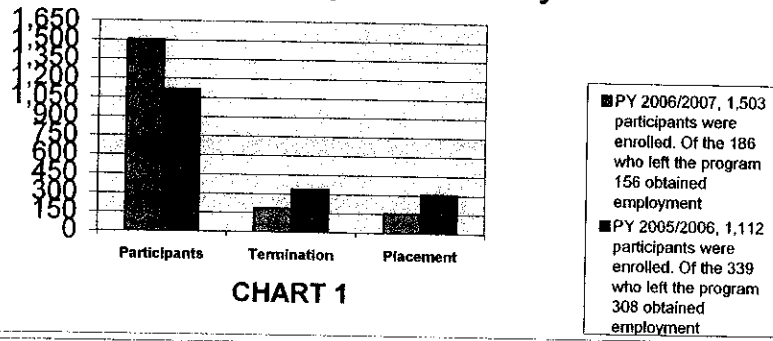
The Congress recognizes that job training is an investment in human capital, and not an expense. In order to determine whether the investment has been productive, seventeen (17) performance standards, and (3) common measures have been developed. They will be the primary tools used to evaluate program effectiveness.

- Charts 1, 4, 7, 10, and 12 indicate participation levels in the last two years.
- Charts 2, 3, 5, 6, 8, 9, 11, 13, and 14 indicate the level of performance achieved in the last two years.

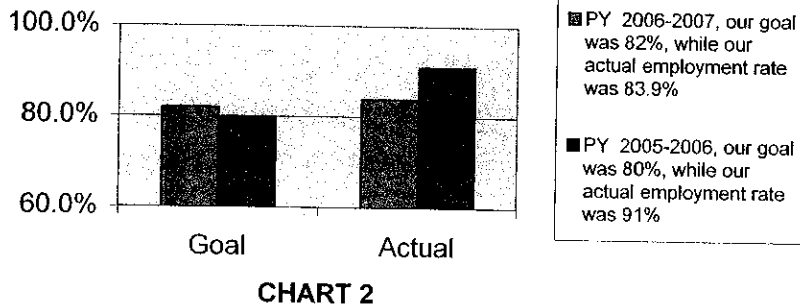
Macomb/St. Clair Employment & Training Agency



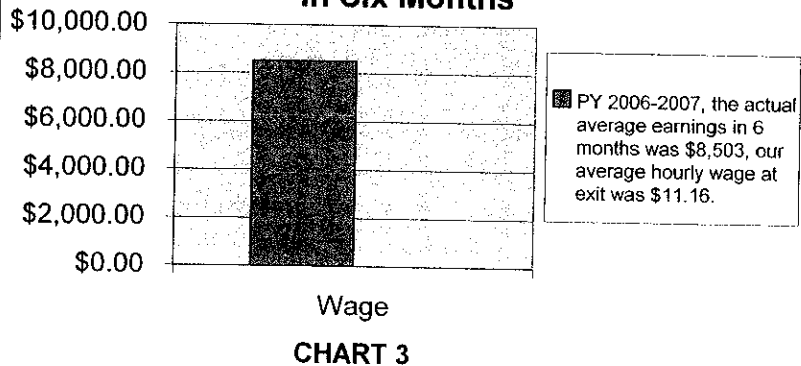
WIA Economically Disadvantaged Adult Participant Summary



WIA Adult Entered Employment Rate



WIA Adult Average Earnings in Six Months



WIA Dislocated Worker Participant Summary

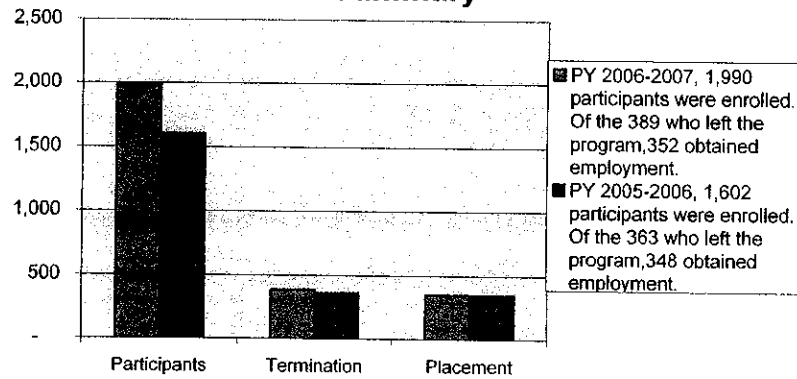


CHART 4

Dislocated Worker Employment Rate

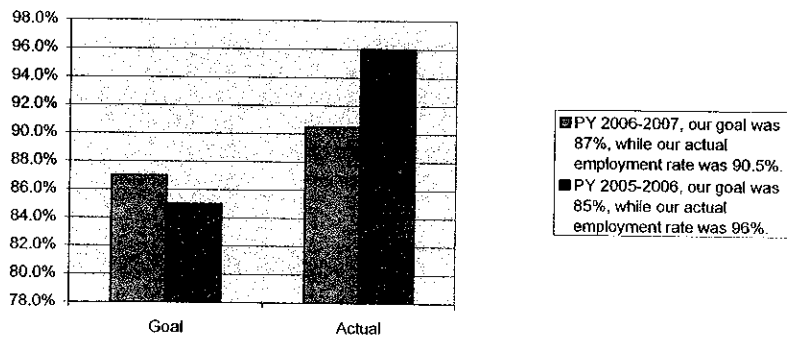


CHART 5

WIA Dislocated Worker Average Earnings in Six Months

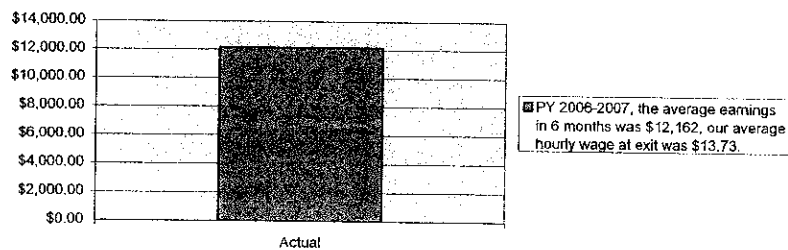


Chart 6

WIA Older Youth Participant Summary

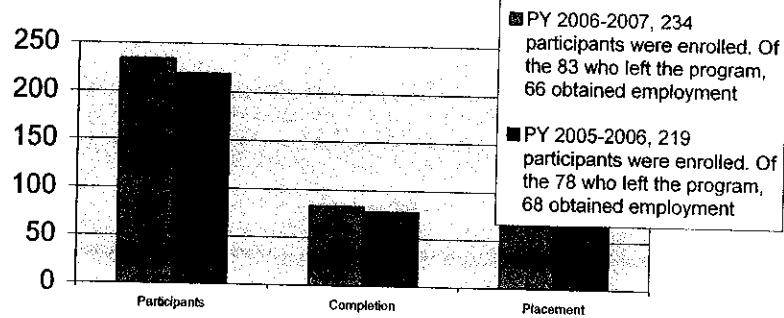


CHART 7

WIA Older Youth Employment Rate

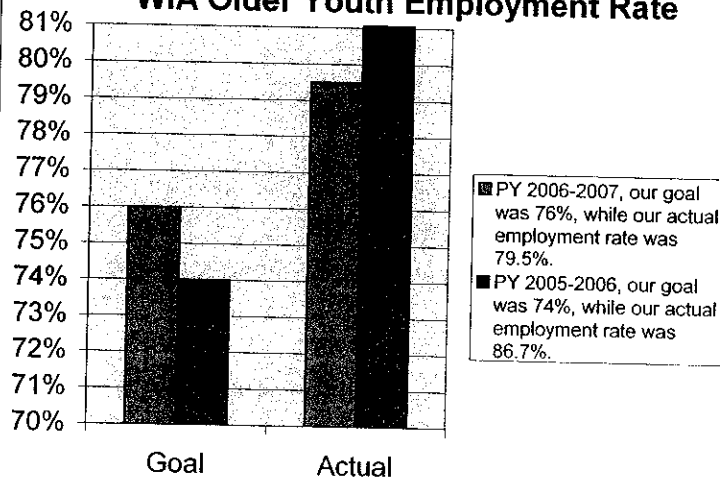
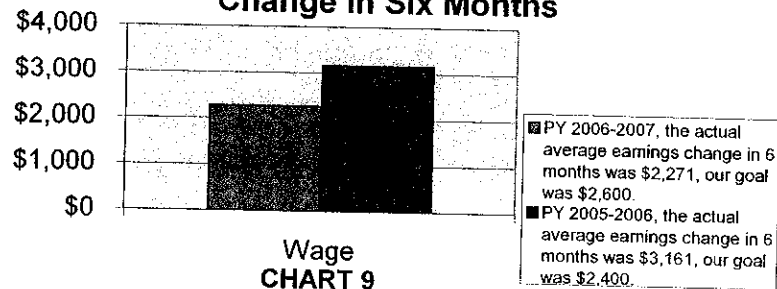


CHART 8

WIA Older Youth Average Earnings Change in Six Months



Wage
CHART 9

WIA Younger Youth Participation Summary

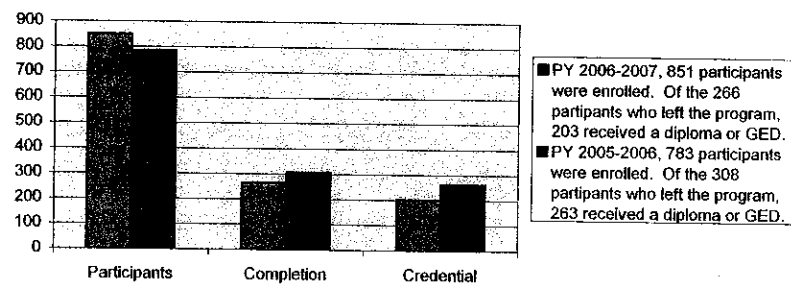


CHART 10

WIA Younger Youth Skill Attainment

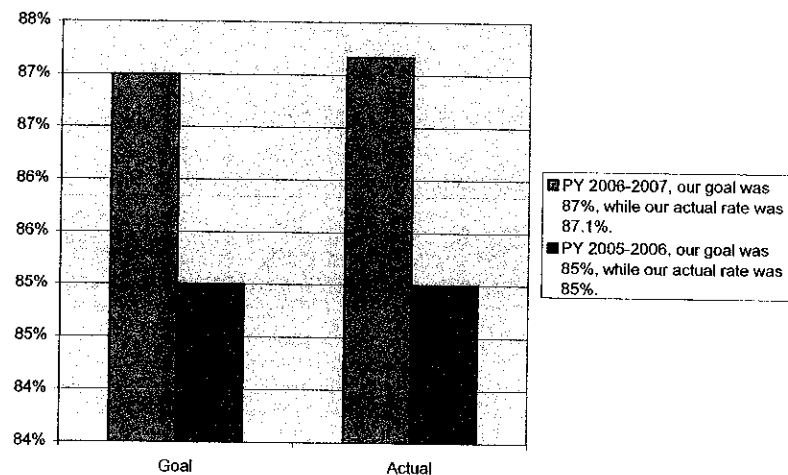


CHART 11

Work First Progress Report

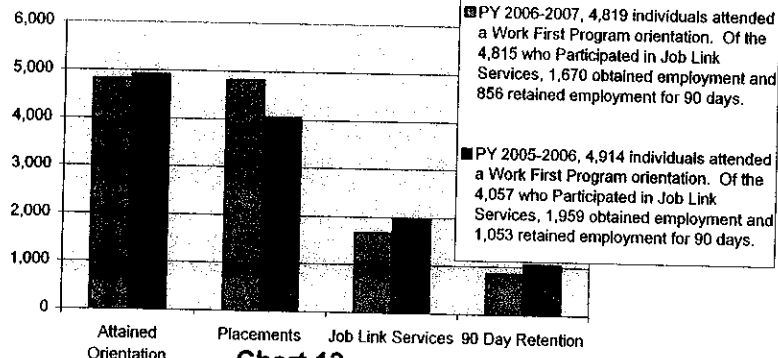


Chart 12

Work First Average Hourly Wage

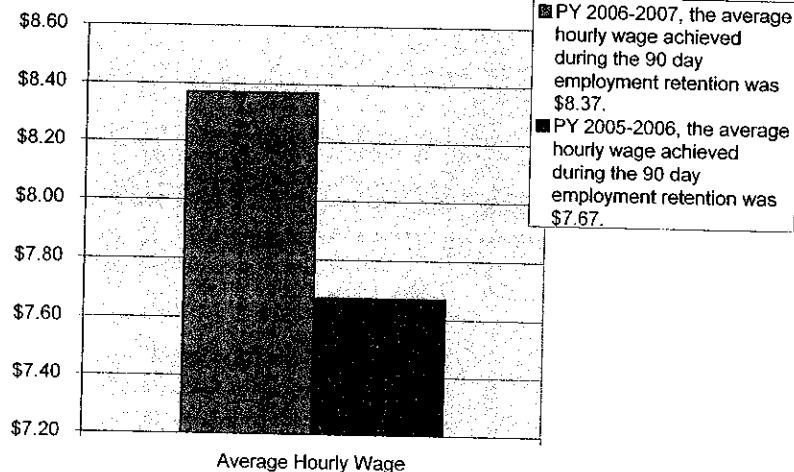
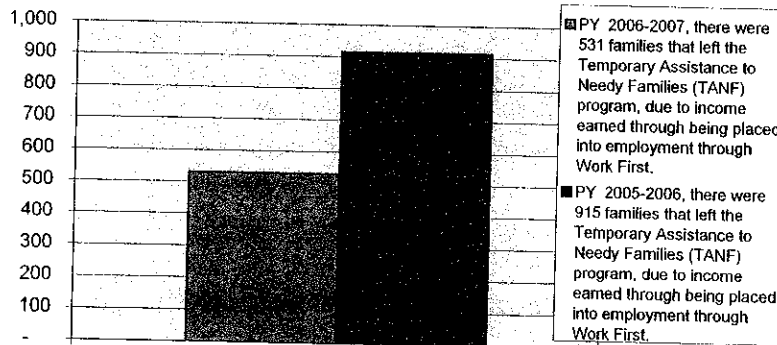


CHART 13

Work First TANF Case Closure



**Families
CHART 14**

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend that 2008 across-the-board wage increases not
_____ be implemented for Non-Union employees

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel 12-10-07



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

November 30, 2007

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources *EAH*

RE: Non-Union Wage Increase for 2008

It is recommended that 2008 across-the-board wage increases not be implemented for Non-Union employees.

EAH/mb

cc: David Diegel, Finance Director

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

RECYCLABLE PAPER

RESOLUTION NO. _____ FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO discuss and determine process for Human Resources Director position

INTRODUCED BY: Dana Camphous-Peterson, Chair, Personnel Committee

COMMITTEE/MEETING DATE
Personnel 12-10-07

RECYCLABLE PAPER

MACOMB COUNTY, MICHIGAN

GENERAL FUND

HUMAN RESOURCES

GENERAL COUNTY

101

22601

3

DEPARTMENT PURPOSE:

To provide centralized high quality human resources management services and advise to elected officials, department heads, supervisors and employees.

DEPARTMENT FUNCTIONS:

- The Human Resources department functions include attracting, maintaining and motivating employees and maintaining labor peace while representing the County's economic interest and protecting its ability to manage the work force. To meet this the department provides contract administration and negotiations as set forth under PERA.
- The Human Resources department also provides for personnel management in meeting all legal requirements of federal and state mandated personnel legislation, including maintaining fringe benefit and employee records and monitoring the budgetary position count.

DEPARTMENT POSITION CLASSIFICATIONS	2007 RANGE		AMENDED 2007 BUDGET	2008 BUDGET
Director, Human Resources	\$95,027	\$118,784	1	1
Division Director, Labor Relations	77,020	96,275	1	1
Program Director, Personnel Services	77,020	96,275	1	1
Human Resources Coordinator/Specialist	50,654	63,318	2	2
Human Resources Coordinator	48,151	60,189	2	2
Human Resources Technician	40,967	51,208	4	4
Administrative Secretary	39,138	48,922	1	1
Senior Secretary	34,160	41,407	2	2
Position Control Specialist	33,638	40,773	1	1
Account Clerk IV	30,632	36,038	2	2
Account Clerk III	30,014	34,301	3	3
Account Clerk I/II	25,881	31,075	7	7
TOTAL			27	27
<u>OFFICE OF OMBUDSPERSON</u>				
Ombudsperson	\$67,357	\$84,196	1	1

Fund: 101 General Fund
Dept: 226 Human Resources

Macomb County, Michigan Revenue and Expense Report by Department

Object	Description	2004 Actual	2005 Actual	2006 Actual	YTD 09/30/2007	2007 Amended	2008 Projected
Revenue Accounts							
60748	FEES-ADMINISTRATIVE	1,665.02	709.14	1,013.57	1,529.31	1,000.00	1,000.00
60799	FEES-OTHER	0.00	0.00	1,256.10	0.00	0.00	0.00
Total 414	Charges for Services	<u>1,665.02</u>	<u>709.14</u>	<u>2,269.67</u>	<u>1,529.31</u>	<u>1,000.00</u>	<u>1,000.00</u>
69999	MISCELLANEOUS	312.52	170.82	237.21	252.73	0.00	0.00
Total 416	Other Revenue	<u>312.52</u>	<u>170.82</u>	<u>237.21</u>	<u>252.73</u>	<u>0.00</u>	<u>0.00</u>
64301	TELEPHONE CALLS	239.21	494.85	175.03	0.00	500.00	250.00
67720	RECORD COPIES-XEROX/OTHER	289.56	290.90	26.89	2.05	500.00	500.00
67737	DELIVERY SERVICE REVENUE	58.00	56.00	23.00	25.00	0.00	0.00
67744	JURY DUTY REIMBURSEMENT	67.60	130.00	90.10	28.40	150.00	150.00
Total 422	Reimbursements	<u>654.37</u>	<u>971.75</u>	<u>315.02</u>	<u>55.45</u>	<u>1,150.00</u>	<u>900.00</u>
Total Revenue Accounts		<u>2,631.91</u>	<u>1,851.71</u>	<u>2,821.90</u>	<u>1,837.49</u>	<u>2,150.00</u>	<u>1,900.00</u>
Expense Accounts							
70200	SAL & WAGE - BASE PAY	1,135,995.08	1,230,027.82	1,224,903.51	809,927.39	1,411,938.00	1,287,392.00
70204	SAL & WAGE - RETRO PAY	0.00	7,063.70	0.00	0.00	0.00	0.00
70207	SAL & WAGE - COLA	10,911.91	11,031.15	5,259.52	0.00	6,370.00	6,370.00
70208	SAL & WAGE - IN LIEU OF MED	0.00	338.31	0.00	0.00	0.00	0.00
70209	SAL & WAGE - EXTRA-HIRE	31,088.24	27,212.81	10,070.47	4,434.50	0.00	0.00
70211	SAL & WAGE - OVERTIME	75.48	0.00	7.00	0.00	0.00	0.00
70214	SAL & WAGE - LONGEVITY	12,423.36	12,836.69	12,483.36	870.00	12,240.00	11,520.00
70217	SAL & WAGE - ANN'L LEAV-PAYOFF	0.00	0.00	0.00	6,265.34	0.00	0.00
70218	SAL & WAGE - SICK LEAVE-PAYOFF	0.00	0.00	0.00	17,897.34	0.00	0.00
Total 501	Salaries and Wages	<u>1,190,494.07</u>	<u>1,288,510.48</u>	<u>1,252,723.86</u>	<u>839,394.57</u>	<u>1,430,548.00</u>	<u>1,305,282.00</u>
71510	FICA - OASDI	71,551.73	77,015.04	75,308.77	51,245.80	88,694.00	80,927.00
71515	FICA - MEDICARE	17,128.84	18,515.99	17,949.53	11,985.14	20,743.00	18,927.00
71520	HOSPITALIZATION INSURANCE	249,978.28	292,104.48	311,640.00	254,331.88	392,000.00	297,099.00
71521	DENTAL INSURANCE	15,575.90	16,709.20	16,680.00	14,124.00	22,400.00	22,735.00

Fund: 101 General Fund
Dept: 226 Human Resources

Macomb County, Michigan

Revenue and Expense Report by Department

Object	Description	2004 Actual	2005 Actual	2006 Actual	YTD 09/30/2007	2007 Amended	2008 Projected
71529	RETIREE MEDICAL	81,107.39	76,821.50	83,208.84	75,131.99	143,055.00	156,634.00
71530	LIFE INSURANCE - BASE	1,458.37	1,478.49	1,505.51	360.61	2,100.00	1,938.00
71540	PENSION	48,173.71	113,659.14	151,718.41	98,779.79	214,582.00	156,634.00
71560	WORKER'S COMPENSATION	1,399.41	1,553.85	1,508.89	1,006.19	1,717.00	1,566.00
71570	UNEMPLOYMENT COMPENSATION	0.00	3,366.58	2,684.63	457.64	575.00	0.00
71580	LONG-TERM DISABILITY	2,541.98	2,618.05	2,722.81	1,428.90	3,290.00	2,219.00
71590	COMPENSATED ABSENCES	17,412.94	23,123.33	29,156.85	0.00	3,001.00	13,053.00
71595	FLEX SPENDING-HLTH/DEPEND	199.38	302.15	469.00	283.20	0.00	0.00
Total 502	Fringe Benefits	506,527.93	627,267.80	694,553.24	509,135.14	892,157.00	751,732.00
72624	SUPPLIES - OFFICE	9,444.44	8,636.91	7,348.20	9,002.53	11,500.00	10,000.00
72702	BOOKS	2,451.10	887.10	585.10	610.70	1,500.00	1,500.00
72901	POSTAGE & DELIVERY	12,500.00	9,813.68	11,285.71	4,062.69	11,000.00	11,000.00
82201	MEMBERSHIP DUES	395.00	1,029.00	1,095.00	900.00	2,094.00	2,094.00
84301	HEPATITIS B VACCINATIONS	551.00	2,300.00	1,399.00	1,230.00	4,250.00	4,250.00
86201	TRAVEL - LOCAL MILEAGE	622.29	1,240.88	1,600.68	733.86	1,500.00	1,500.00
86202	TRAVEL EXPENSE	0.00	0.00	5.00	0.00	0.00	0.00
90101	PRINTING & REPRODUCTION	4,650.47	4,089.75	5,852.61	1,746.95	6,500.00	6,500.00
90301	ADVERTISING	11,269.56	7,942.19	4,507.11	4,299.34	12,500.00	12,000.00
92108	TELEPHONE - CENTREX ALLOC	67.68	0.00	0.00	0.00	0.00	0.00
93099	REPAIRS & MAINT - EQUIP OTHER	0.00	236.50	112.50	178.90	250.00	250.00
93101	EQUIP MAINT AGREEMENTS	2,093.72	4,409.23	3,952.09	1,667.95	8,440.00	8,440.00
94002	LEASED - OFFICE EQUIPMENT	58.20	13.80	10.10	0.00	40.00	40.00
95701	PRE-RETIREMENT WORKSHOPS	1,059.47	1,891.30	2,138.15	87.90	4,000.00	4,000.00
95801	EMPLOYEE RECOGNITION PROG	22,245.44	14,705.09	15,200.00	16,325.00	20,000.00	20,000.00
95802	RETIREMENT RECOGNITION PG	6,025.05	0.00	0.00	0.00	3,000.00	3,000.00
95901	EMPLOYEE TRAINING	5,590.65	3,643.85	3,157.30	290.27	1,000.00	0.00
96600	SPECIAL PROJECTS	65,656.50	3,651.17	76,902.57	43,254.97	75,000.00	75,000.00
99901	MISCELLANEOUS	106.09	16.36	0.00	0.00	50.00	50.00
Total 504	Operating Expenses	144,786.66	64,506.81	135,151.12	84,391.06	162,624.00	159,624.00

Fund: 101 General Fund
Dept: 226 Human Resources

Macomb County, Michigan Revenue and Expense Report by Department

Object	Description	2004 Actual	2005 Actual	2006 Actual	YTD 09/30/2007	2007 Amended	2008 Projected
80135	CS - DOCTORS	4,765.00	7,201.81	7,180.00	5,900.00	10,000.00	10,000.00
80146	CS-CONSULTANTS - OTHER	0.00	0.00	0.00	5,210.20	25,000.00	0.00
Total 506	Contract Services	<u>4,765.00</u>	<u>7,201.81</u>	<u>7,180.00</u>	<u>11,110.20</u>	<u>35,000.00</u>	<u>10,000.00</u>
91101	INSURANCE -LIABILITY	9,446.00	9,446.00	12,708.87	11,022.30	14,697.00	19,442.00
92105	UTILITIES - PHONES - CELLULAR	0.00	0.00	0.00	1,003.14	1,338.00	1,965.00
94401	EQUIPMENT RENTAL-INTER FD	5,564.04	6,111.60	6,111.60	4,583.70	6,112.00	5,869.00
96101	INTER SERV-MIS-COMPUTER MAINT	3,392.00	3,946.00	3,594.00	2,397.60	3,196.00	3,597.00
96102	INTER SERV-MIS DATA CENTER	30,490.00	35,468.00	44,970.00	30,051.00	40,059.00	48,479.00
96103	INTER SERV-TELEPHONE	18,940.76	19,407.85	21,871.08	15,372.72	20,496.00	22,092.00
Total 507	Internal Service Costs	<u>67,832.80</u>	<u>74,379.45</u>	<u>89,255.55</u>	<u>64,430.46</u>	<u>85,898.00</u>	<u>101,444.00</u>
Total Expense Accounts		<u>1,914,406.46</u>	<u>2,061,866.35</u>	<u>2,178,863.77</u>	<u>1,508,461.43</u>	<u>2,606,227.00</u>	<u>2,328,082.00</u>
Revenue		2,631.91	1,851.71	2,821.90	1,837.49	2,150.00	1,900.00
Expenses		1,914,406.46	2,061,866.35	2,178,863.77	1,508,461.43	2,606,227.00	2,328,082.00
Net		<u>-1,911,774.55</u>	<u>-2,060,014.64</u>	<u>-2,176,041.87</u>	<u>-1,506,623.94</u>	<u>-2,604,077.00</u>	<u>-2,326,182.00</u>

2008

DEPARTMENT	POS	MANDATING AND/OR ENABLING LEGISLATION	DISCRETIONARY SERVICES	STATE/ FEDERAL AND/OR FEES	NET COUNTY BUDGET
Human Resources	28.0	PERA - negotiate wages, benefits FLSA - maintain personnel records IRCA - maintain records of employee eligibility COBRA - provide health coverage OSHA - record work related injuries ACT 156 - payments to retirees HIPPA	Supervisory training Pre-retirement workshops Employee Service award program Newsletter		7,500 4,000 23,000 2,500

RECYCLABLE PAPER

EXHIBIT III

2008

DEPARTMENT	POS	MANDATING AND/OR ENABLING LEGISLATION	DISCRETIONARY SERVICES	STATE/ FEDERAL AND/OR FEES	NET COUNTY BUDGET
Office of Ombudsperson	1.0		Ombudsperson		124,385